

**GHA Board of Commissioners
Regular Meeting
October 27, 2020 at 4:45 PM**

Greenfield Housing Authority – Remote Zoom Meeting – Greenfield, MA 01301

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Tuesday, October 27, 2020 via Zoom Remote, Greenfield.

CALL TO ORDER

Commissioner Hawkins called the meeting to order at 4:30 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, Trish Leonard, John Mackin

Commissioners Absent: William Mason

Staff Present: Hank Abrashkin, Andi Guy, Jodi Clough, Ann Borkowski, Gary Nault, Cate Mitchell

Others Present: Tom Guerino, Gary DePace

1. ACTIONS

Minutes of the 10-9-20 Special Board Meeting: Commissioner Mackin motioned and Commissioner Leonard seconded a motion to approve the minutes of the October 9, 2020 Special Board meeting.

20-97 Voted 4 in favor; 0 opposed
No discussion

Monthly Staff Report for September 2020: Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve the Monthly Staff Report for September, 2020.

20-98 Voted 4 in favor; 0 opposed
No discussion

Monthly/Quarterly Financial Report for September 2020: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the monthly/quarterly financial statements for the month of September, 2020.

20-99 Voted 4 in favor; 0 opposed
Discussion - FEE Accountant, Gary DePace, explained that there would be a Budget Revision coming as a result of the CARES Act funding and the salary adjustment for the new Executive Director's position.

Payment Summary for September 2020: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the Payment Summary for the month of September, 2020.

20-100 Voted 4 in favor; 0 opposed
No discussion

Contract for Financial Assistance (CFA) Amendment #10: Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve CFA Amendment #10 in the amount of \$10,000. The \$10,000 reflects the award given to DHCD Project #113101, COVID-19 Office Improvements

20-101 Voted 4 in favor; 0 opposed
No discussion

DHCD Project #113101 – COVID-19 Office Adaptation Contract Award: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the award of the DHCD Project #113101, COVID-19 Office Adaptation to Cornerstone Building Services in the amount of \$40,100.

20-102 Voted 4 in favor; 0 opposed
Discussion- Procurement Officer, Andi Guy, explained the details of the project. Once completed, GHA will have an indoor space to work with clients in person while protected by a barrier.

Contagious Illness Policy: Commissioner Leonard motioned and Commissioner Parks seconded a motion to **TABLE** the Contagious Illness Policy.

20-103 Voted 4 in favor; 0 opposed
Discussion – The policy was provided by EANE (Employers Association of the NorthEast) to address agency protocol for dealing with contagious illness. There were several questions that required more research and the decision was made to table the proposed policy.

Grievance Policy: Commissioner Mackin motioned and Commissioner Parks seconded a motion to adopt the draft version of the GHA Grievance Policy and continue to move it forward to the final policy.

20-104 Voted 4 in favor; 0 opposed
No discussion

2. Reports and Updates

Winslow Locks: Maintenance Director, Gary Nault, provided an update to the Board to let them know that there is a way to alter the existing unit locks so that they can only be locked from the outside and that he has been changing over the system when a unit is being turned over. This should help cut down on the number of residents who become locked out of their units. Commissioner Leonard questioned whether this new lock system violated any building codes in a building such as the Winslow Building. Gary Nault will check with the Building Inspector and the Fire Inspector.

Interim Executive Director Summary: Interim Executive Director, Hank Abrashkin, detailed a summary list of the Agency's accomplishments during his seven months of tenure. He praised the work of consultant, Jon Hite, for many of the accomplishments as well as the hardworking staff

of the Greenfield Housing Authority. Mr. Abrashkin will stay on for a brief period of time to assist Tom Guerino, the newly appointed Executive Director.

- 3. ADJOURNMENT:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to adjourn the meeting at 5:52 p.m.

Respectfully Submitted,

William H. Abrashkin

William H. Abrashkin,
Executive Director